

Directions for submitting a 2018-19 CTE Approved Program Application

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Logging On:

HOME A-Z INDEX BOARD OF EDUCATION DATA CENTER EVENTS/PD

Perkins Data Collection System

Welcome to the Perkins Data Collection System Online Training Manual. All the Perkins Data Collection System is available right here. Just click on a link to the right to go to:

⇒ **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.**

Logon Name:
User Password:

System is to be used by authorized personnel.
Usage is logged.

Small South Dakota LaunchPad Application Menu



South Dakota

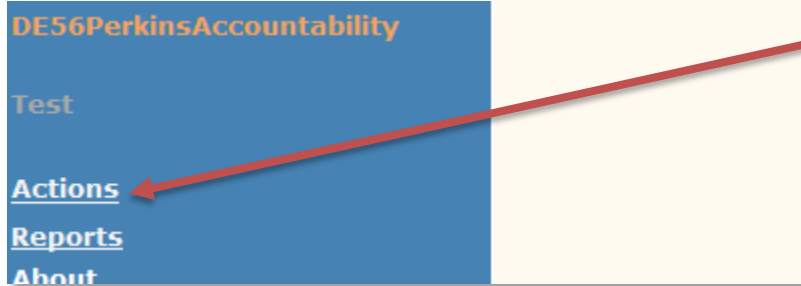
Launchpad Applications for State of South Dakota

[Applications](#)

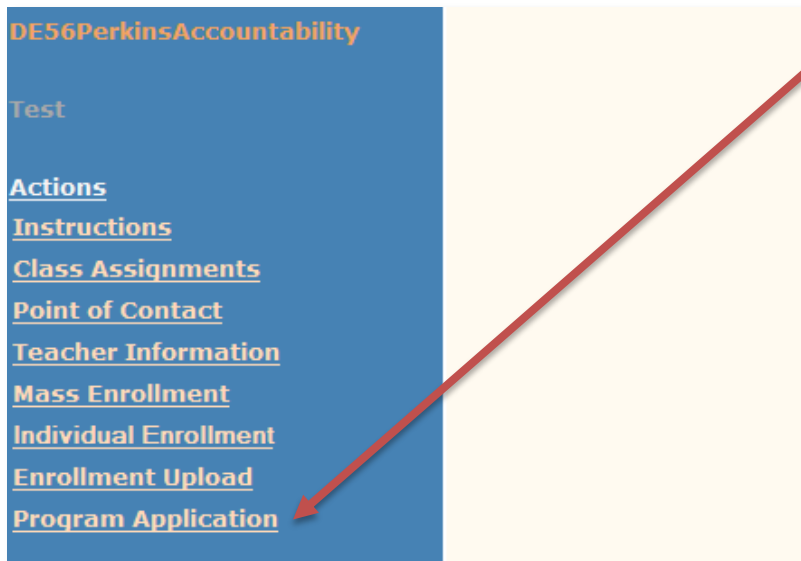
[Test Internet Applications](#)
[DE56PerkinsAccountability](#)

1. Go to <http://doe.sd.gov/octe/data>.
2. Click on **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM**. The Perkins Data system is designed to function in the Internet Explorer browser. The application may work in Google Chrome, Mozilla Firefox, Safari or other web browsers but state IT staff will not be able to troubleshoot any problems encountered in these alternate browsers.
3. Log in to Perkins Data Collection site using your district's Logon Name and Password. Each district has one logon name/password. Please contact the main Perkins contact in your district for this information. If no one has the logon name/password, contact your Regional Specialist (<http://doe.sd.gov/octe/cte.aspx>).
4. Select the Perkins Accountability link in the center of the page.

Submitting a Program Application:



1. Click on **Actions**.



2. Click on **Program Application**.

Starting a New Application:

1. Click on **Add**.

2. Select the appropriate Career Cluster from the drop down menu.

3. To add a course, click on **Add**. If you are uncertain of which courses are appropriate for your program, review the approved course options and standards for each Career Cluster by clicking **Click to view cluster courses, standards and syllabi**.

Assignment Detail

Assignment
Choose

Course Type:

First Name Middle Name

Email (If Instructor email is not known enter Unknown)

Attendance Center
Choose

Course Credits Sections Offered

Offered In Person
Offered Virtual School

Concurrent Credit

Cancel Save

4. Complete the required information for the first course in your CTE program.

4a. Select the course name/number.

4b. Enter the name of the teacher teaching the course in SY18-19. If you don't know who will be teaching the course, put "Unknown" in the last name and email fields (leave the first and middle name fields open). **Ensure the name matches what is in the PRF system and the email address is correct.**

4c. Select the attendance center where the course will be taught.

Assignment Detail

Assignment
Choose

Course Type:

First Name Middle Name

Email (If Instructor email is not known enter Unknown)

Attendance Center
Choose

Course Credits Sections Offered

Offered In Person
Offered Virtual School

Concurrent Credit

Cancel Save

4d. Enter the number of credits students will receive in the **Course Credits** field.

4e. Enter the number of times the course is offered throughout the year under **Sections Offered**.

4f. Select whether the course will be offered in-person or via the SD Virtual School.

4g. If students will receive both transcribed high school credit and postsecondary credit, select **Concurrent Credit**.

4h. If the information entered is correct, select **Save**.

5. To add more courses, repeat steps 3 and 4 in section *Starting a New Application*.

6. After saving a course, if you need to edit it, click on the **paper/checkmark icon** on the right side of the screen. If you need to delete it, click on the trash can.

Attendance Center	Course Credits	Number of Sections	Total Credits		
Vermillion HS - 01	0.50	1	0.50		
Vermillion HS - 01	0.50	2	0.50		
Vermillion HS - 01	1.00	1	1.00		
Vermillion HS - 01	1.00	1	1.00		
			Total: 3.00		

IMPORTANT:

In order to establish an approved CTE program, **at least 2 credits** must be offered. The program should be built in a comprehensive, structured way that:

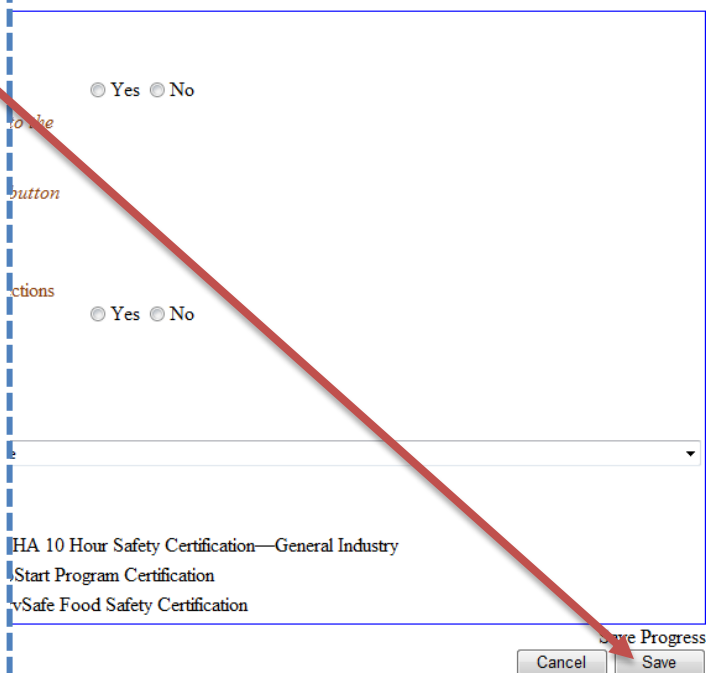
1. Aligns secondary and postsecondary education
2. Includes academic and CTE content in a coordinated, non-duplicative progression of courses
3. Offer, where appropriate, dual credit
4. Lead to industry-recognized credentials, certificates or degrees

To see examples of how the 2-credit minimum can be reached, visit:

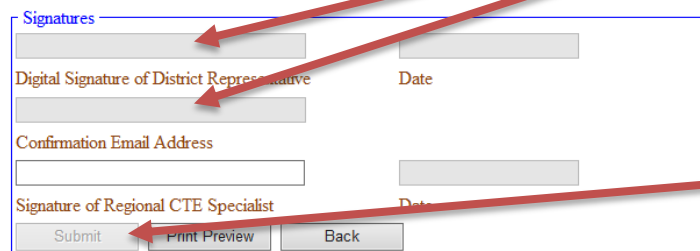
http://doe.sd.gov/cte/documents/PERKINS_ApprovedProgramofStudy.pdf.

Additional Information	
<p>New Program</p> <p>Will the program be a new approved CTE program in 2018-2019 ? <input type="radio"/> Yes <input type="radio"/> No</p> <p><i>(New programs must submit course syllabi for <u>each</u> course taught to the Career Cluster Specialist. To see an example syllabi and required components, click on the "Click to view cluster courses, standards and syllabi" button above.)</i></p>	7. After all courses have been entered, scroll down to the <i>Additional Information</i> section.
<p>Advisory Committee</p> <p>Does the program's advisory committee operate with clear, written directions and meet a minimum of two times per year? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><i>(Does not apply to new programs)</i></p> <p>How many times met? <input type="text"/></p>	7a. Indicate if the program will be new in 2018-19. If you had an approved CTE program in the career cluster area in SY2017-18, mark no.
<p>Career and Technical Student Organizations</p> <p>Which of the following student organizations, if any, are part of the CTE program? <input type="text" value="Choose"/></p>	7b. Select whether or not the program operates with an effective advisory committee . If you select yes, enter the number of times your advisory committee met in the last year (a box will appear).
<p>Industry Certification offered through program</p> <p>Which of the following industry certifications, if any, do students work to obtain?</p> <p> <input type="checkbox"/> Beef Quality Assurance <input type="checkbox"/> Certified Welder <input type="checkbox"/> Commercial Appraiser <input type="checkbox"/> National Career Development Specialist <input type="checkbox"/> OSHA 10 Hour <input type="checkbox"/> OSHA 10 Hour <input type="checkbox"/> OSHA 10 Hour <input type="checkbox"/> Private Application </p>	7c. If your program has a student organization , select the correct option. If you are the advisor for more than one Career & Technical Student Organization, select the organization that applies to the career cluster you are currently applying for.
	7d. If your students have the option to obtain an industry certification through your CTE program, note the appropriate certification. If you offer a certification that is not listed, contact your Regional Career Development Specialist.

- 7e. After completing all fields in the *Additional Information* section, click **Save**.
8. If at any point in the application process you need to stop and come back to work on the application, you are welcome to do so (as long as you haven't already submitted the application – see step 9). See the section on page 8 titled *Returning to a Previously Started Application* for more information.



By signing this application, the identified CTE program is committing to upholding the intents and purposes of career & technical education, including the requirements of the Perkins grant for 2016-2017 (examples: engage in continuous improvement, submit Perkins accountability data annually).



IMPORTANT:

After teachers are determined for those classes you marked teacher "Unknown," work with your Regional Career Development Specialist to add the appropriate information.

If you need to make changes to courses after the application is submitted, work with your Regional Career Development Specialist to edit the application.

9. After entering all of your courses for SY18-19 and completing the *Additional Information* section, type your name into the **Signature of District Representative** field and add your email in the **Confirmation Email Address** field.

10. Next click **Submit** (the date will automatically fill in). The digital signature of the lead teacher/administrator in the CTE program indicates that the district will uphold the requirements of approved CTE programs in SY18-19.
10. After your Regional Career Development Specialist has reviewed your application, you will receive an email with questions or to let you know that your CTE program will be approved for SY18-19.

Returning to a Previously Started Application:

DE56PerkinsAccountability

Test

Actions

[Instructions](#)

[Class Assignments](#)

[Point of Contact](#)

[Teacher Information](#)

[Mass Enrollment](#)

[Individual Enrollment](#)

[Enrollment Upload](#)

[Program Application](#)

1. After logging into the Perkins Data System, click on **Actions** and then **Program Application**.

Annual CTE Program Approval Application



School Year District Cluster

2. From the Cluster drop down menu, select the Career Cluster you would like to go back to work on and then click **Search**.

Annual CTE Program Approval Application



School Year District

Edit	Del	District	Career Cluster	Submit
		Platte-Geddes 11-5	Agriculture, Food & Natural Resources	

3. Click on the **paper/checkmark icon** under **Edit** to change courses, teacher information, course credits, etc.
4. See steps 3 – 7 in the *Starting a New Application* section for more guidance on the information to provide in each field.